



Workforce Solutions Assistant

CareerSource Capital Region has an exciting opportunity for an individual to support the Administrative Office and Executive Center. Duties include answering and directing telephone calls as well as greeting and directing visitors, including vendors, clients and customers; composing and editing correspondence; maintaining electronic and hard copy files; assisting with staff projects; coordinating conference room requests and calendars; and coordination of staff travel and reimbursements. This position provides general receptionist duties for the office.

This position provides support and assistance to career seekers using the Workforce Services Center as needed; maintains the appearance of the organization's lobby and common areas as well as office supplies; maintains solid customer relationships by handling customer questions and concerns with speed and professionalism; researches and troubleshoots customer issues; performs data entry and uses Microsoft Office and Outlook software programs; provides administrative and clerical support in a variety of areas including receiving, transferring, and placing telephone calls, reception, copying, filing, record keeping, data entry and routine correspondence and reports. Assists all other staff and departments as needed.

Three years experience providing general office administration and receptionist assistance or an associate degree in a relevant field and more than one year experience required. Bachelor's degree preferred. Knowledge of business practices, procedures and organizational structures is required. Must possess excellent written and verbal communication skills and the ability to interact with various personalities and soci-economic populations. Must have the ability to pay close attention to detail and excellent organizational and time management skills. Must be proficient in MS Office and Outlook. Knowledge of SharePoint and Adobe Acrobat Professional helpful. Experience assisting with the creation of documents, flyers, reports, etc. and posting notices helpful. Bilingual in English and Spanish helpful.

If you're looking to join an energetic and motivated team where excellent benefits are offered, look no further!

The anticipated starting salary is \$12-\$13/hour.

To apply, submit your resume and cover letter via email to HR@careersourcecapitalregion.com. Be sure to include the job title "Workforce Services Assistant" in the subject line of your email.

Check us out on Facebook, Twitter, and LinkedIn. Learn more about CareerSource Capital Region at: www.careersourcecapitalregion.com.